

## **Section 6**

### ***Emergency Plans***

#### **6.1 Scope**

This section establishes the requirements for emergency plans at all facilities owned, controlled, or occupied by the Bureau of Reclamation (Reclamation) with the exception of Reclamation-owned high- and significant- hazard dams. Emergency action plans for Reclamation-owned high- and significant- hazard dams must adhere to the requirements of Reclamation Manual Directive and Standard, *Emergency Management Program for Water Impoundment Structures* (FAC 01-01), which relates to the protection of communities downstream of Reclamation dams and urbanized canal reaches.

#### **6.2 General Requirements**

Reclamation's objective for emergency plans is to ensure employee and public safety, and protection of property during foreseeable emergency events. All emergency plans must comply with applicable standards and regulations in Occupational Safety and Health Administration (OSHA) 29 CFR 1910.38, *Emergency Action Plans*; National Fire Protection Association (NFPA) 101, *Life Safety Code*; and the Department of the Interior Departmental Manual, Series 41, *Emergency Management*, Part 900, *Emergency Management Program*. Emergency plans shall address initiating the Incident Command System (ICS) and the transition from initial emergency response to continuity of operations as required by Reclamation Manual Directive and Standard, *Continuity of Operations (COOP)* (SLE 08-02).

#### **6.3 Responsibilities**

##### **6.3.1 Area/Facility Office Manager**

**6.3.1.1** Shall appoint an Occupant Emergency Plan (OEP) Coordinator.

##### **6.3.2 OEP Coordinators**

**6.3.2.1** Shall develop a written OEP for the buildings where their employees work.

**6.3.2.2** Shall ensure training is conducted per the requirements in paragraph 6.4.

**6.3.2.3** Shall coordinate OEP drills, ensuring they occur at least once a year.

##### **6.3.3 First-Line Supervisors**

**6.3.3.1** Shall ensure personnel who report to them directly are trained on OEP per the requirements in paragraph 6.4.

**6.3.3.2** Shall ensure OEP training for personnel who report to them directly is documented per the requirements in paragraph 6.4.

**6.3.3.3** Shall account for personnel who report to them directly whenever the OEP is in effect.

#### **6.3.4 Evacuation Teams**

**6.3.4.1** Shall be trained in the OEP requirements.

**6.3.4.2** Shall assist in executing the OEP when it is in effect.

#### **6.3.5 Employees**

**6.3.5.1** Shall participate in and complete OEP training per the requirements in paragraph 6.

**6.3.5.2** Shall participate in OEP drills.

**6.3.5.3** Shall follow the OEP when it is activated.

#### **6.3.6 Joint Host and Contract Employer**

**6.3.6.1** Shall develop emergency plans and submit them to the contracting officer as part of the contractor's safety plan.

### **6.4 Training Requirements**

#### **6.4.1 Initial**

**6.4.1.1 New Employees.** New employees must be trained on their facility's OEP upon beginning employment.

**6.4.1.2 Current/Reassigned Employees.** Current employees who are assigned to a new facility must be trained on that facility's OEP upon initial assignment.

#### **6.4.2 Refresher/Recertification**

All employees must be trained on their facility's OEP whenever it undergoes significant changes.

#### **6.4.3 Recordkeeping**

All training (including any retraining) must be documented in the Department of the Interior's designated learning database.

### **6.5 Hazard Identification, Assessment, and Safety Measures**

OEP Coordinators must identify potential hazards arising from emergency responses (e.g., evacuation, shelter in place, etc.) and include hazard controls for them in the OEP. Appropriate

hazard controls shall be identified according to the hierarchy of controls, which prioritizes hazard controls in order from most effective to least effective. The hazard controls in the hierarchy are

- elimination,
- substitution,
- engineering controls,
- administrative controls, and
- personal protective equipment.

## **6.6 Hazardous Environmental Conditions (Weather/Other)**

### **6.6.1 Weather Conditions**

OEPs must account for the potential effects of bad weather on emergency procedures (e.g., evacuation routes, rally points, etc.) and include alternate sites and procedures to be used during inclement weather.

### **6.6.2 Fire Emergency Action Plans**

Fire emergency action plans must adhere to the requirements of RSHS Section 10, *Fire Protection and Prevention*, paragraph 10.5.2, "Fire Emergency Action Plan."

### **6.6.3 Hazardous Waste Emergency Plans**

Hazardous waste emergency plans must adhere to the requirements of RSHS Section 21, *Hazardous Waste Site Operations*.

## **6.7 Personal Protective Equipment (PPE)**

Per paragraph 6.5, OEPs must include controls for potential hazards associated with emergency responses. PPE will be selected as a method of hazard control only if other hazard controls are deemed infeasible or do not provide adequate protection from hazard exposure. See RSHS Section 8, *Personal Protective Equipment*.

## **6.8 Other Safety Equipment**

OEPs must identify safety equipment used in evacuations, who is responsible for operating it, and any training requirements associated with its use. This includes but is not limited to equipment such as radios, evacuation chairs, high visibility vests, megaphones, etc.

## **6.9 Safe Practices**

### **6.9.1 OEP Minimum Requirements**

The OEP must include the following elements:

- Evacuation procedures, routes, and rally points

- Shelter-in-place procedures and locations
- Facility plan, unless restricted for security purposes
- Active shooter procedures
- Procedures for employee accountability following an emergency event
- Lines of authority for emergency procedures
- Training requirements for all persons assisting in emergency events
- Requirements for emergency equipment
- Identification of critical facility operations and procedures for those who remain behind to operate them before evacuation.
- Assignment of rescue and medical duties
- Means of reporting emergencies
- Communication systems and procedures

### **6.9.2 Alert Systems for Emergency Situations**

Alert systems are alarms or procedures designed to warn of existing or imminent emergency situations. Alert systems may also be designed to alert and summon emergency response personnel. Alert systems are required and must be designed and tested to ensure all persons likely to be affected by emergency situations including those with disabilities are familiar with the systems and will receive adequate warning to take the actions prescribed in the OEP.

### **6.9.3 Resuming Normal Operations**

Normal operations may resume only after actions have been taken to ensure that safe conditions exist and/or have been restored. This must be determined by the OEP Coordinator in conjunction with the local manager. Do not jeopardize the safety of employees, the public, or contractors by resuming operations or restoring service before safe conditions have been reestablished and verified.

## **6.10 Communication Requirements**

Conspicuously post emergency telephone numbers and reporting instructions for ambulance, medical, hospital, fire, and police services. Ensure telephone lines and radio frequencies are kept clear for use by those in charge during an emergency.

## **6.11 Definitions**

<b>Alert systems</b>	Alarms or procedures designed to warn of existing or imminent emergency situation.
<b>Normal operations</b>	Operating programs, activities, and equipment as designed for non-emergency settings.

<b>Occupant emergency plan</b>	A set of procedures to protect life and property in Federally occupied space under defined emergency conditions.
<b>Personal protective equipment</b>	Clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, thermal, chemical, biohazardous, and airborne particulate hazards.
<b>Shelter in place</b>	Seeking safety within the building one already occupies rather than evacuating the building.

## 6.12 References

Bureau of Reclamation. *Fire Prevention and Protection*. Reclamation Safety and Health Standards, Section 10. <https://intra.usbr.gov/safety/rshs/documents/sec10.pdf>.

Department of the Interior. *Emergency Management Program*. Departmental Manual, Series 41, Part 900.

National Fire Protection Association. NFPA 101, *Life Safety Code*.

Occupational Safety and Health Administration. 29 CFR 1910.38, *Emergency Action Plans*. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.38>.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_